300-PP- MEGA RPL and Credit Transfer Policy and Procedure

Relevant Standards	Relevant Documents
SRTOs 2015: 1.12, 1.3 (b), 3.5 The National Code 2018: Standard 2.3, 2.4, 2.5	RPL and Credit Transfer Application Form RPL and Credit Transfer Evidence Record Form Student Admission and Enrolment Policy and Procedure

1. Purpose

Purpose of this policy and associated procedure is to ensure quality, integrity and consistency in recognising and assessing prior learning and competencies. The procedure for claiming Recognition of Prior Learning and Credit Transfer ensures compliance with the VET Quality Framework and underpins the AQF National Principles and Operational Guidelines for Recognition of Prior Learning.

2. Scope

This policy and procedure apply to all the courses on MEGA's scope of registration and CRICOS register. This policy and procedure also apply to all current and prospective students of MEGA who seek recognition for learning previously gained through formal, non-formal and informal learning, and work experiences.

3. Definitions

RPL: Recognition of Prior Learning: means an assessment process that assesses an individual's formal, non-formal and informal learning, and work experiences to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.

Credit Transfer (CT): means transfer of credits from units of competencies achieved in formal and nationally recognised education and training system to equivalent units of competencies, satisfying the required competency standards.

Credit: Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held, including academic credit and recognition of prior learning; also referred to as course credit.

Units of Competency: means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

Department: Department of Education and Training (DET).

4. Legislative Context

- National Vocational Education and Training Regulator Act 2011 (Cth)
- Standards for Registered Training Organisations (SRTOs) 2015
- Education Services for Overseas Students (ESOS) Act 2000
- Australian Qualifications Framework: National Principles and Operational Guidelines for Recognition of Prior Learning.

5. Policy

The *National Principles and Operational Guidelines for Recognition of Prior Learning (RPL)* represent a set of national cross-sector guidelines to support implementation of RPL as an important element of Australian education and training. At

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MEGA the granting of RPL and Credit Transfers will be established and maintained in accordance with:

- AQF National principles and operational guidelines for Recognition of Prior Learning Procedure
- Standards for Registered Training Organisations (SRTOs 2015).

5.1 RPL can be used for access and for the partial or complete fulfilment of the requirements of a Vocational Education and Training (VET) qualification or a course.

5.2 MEGA will make RPL available to all students in compliance with the relevant Standards for Registered Training Organisations, SRTOs 2015.

5.3 RPL assessments will be conducted in accordance with the principles of assessment and the rules of evidence.

5.3 Assessment will be undertaken by a qualified assessor who has successfully completed:

- Certificate IV in Training and Assessment TAE40110 with TAELLN411 or TAELLN401A and TAEASS502 or TAE5022A or TAE5022B; or
- TAE40116 or equivalent
- A Diploma or higher level qualification in Adult Education; and
- Meets the requirements as specified in Standard 1.13 – 1.16 of the Standards for RTOs 2015, and the relevant schedules (Schedule 1).

5.5 MEGA recognises course credit within the ESOS framework and will grant appropriate credit towards units of competencies achieved under a nationally recognised qualification

5.6 Candidates must apply for credit either through RPL or Credit Transfer. However, the submission of an application for RPL does not guarantee that an exemption will be granted.

5.7 Candidates seeking credit must provide current, relevant, valid, verifiable and substantial information and/or evidence about their previous studies and other prior learning during the application stage for entry to a MEGA course.

5.8 If the granting of credit results in shortening of the student's course, MEGA will report the change of course duration to the Department. All records will be kept for a minimum of two years from the date student has ceased to be an enrolled student (*Ref: Documents and Records Management Policy*).

5.9 No fees will be charged for Credit Transfer applications.

5.10 Fees for RPL will be charged per unit of competency, calculated on a pro-rata basis on the total course fee. RPL fee will be in addition to the total course fee.

6. Procedure

6.1 Credit Transfer

The following procedure applies to Credit Transfer applications. There is **no fee** for Credit Transfers.

Steps	Responsibility	Comments
Complete the *Credit Transfer Claim Form* and attached all the required evidences	Student	Original copies of the transcript and awards must be presented
Make an appointment with the Academic Manager or an officer designated by the Academic Manager to undertake RPL and Credit Transfer assessments	Student	Reception to assist with making the appointment

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| Assess the claim and determine the eligibility using the *RPL and Credit Transfer Evidence Form* | Academic Manager | Same units might have different code under different training packages

Where required, units of competencies should be downloaded from TGA to compare the competency standards and equivalence |
Grant necessary credits if eligible	Academic Manager	Original documents must be sighted
Make copies of the evidences for the student file	Academic Manager	
Update student records on the student management system	Admissions Officer	Use appropriate code to recognise credit transfer
Send a letter to the student advising the outcome of the application	Academic Manager	A copy goes in the student file

6.2 RPL

The following procedure applies to RPL applications. RPL fee may apply as per MEGA's Fee Schedule.

Steps	Responsibility	Comments
Provide RPL advice and a copy of RPL Guide to the candidate	Academic Manager	Provide information on RPL process, required evidences, unit contents and RPL fee
Complete the *RPL Application Form* and attached all the required evidences	Student	A combination of formal and information education and training, work experience and general life experiences can be used to determine prior learning
Provide evidences of previous skills, knowledge and learning	Student	Work experience certificates, awards, previous qualifications, citations, evidences of work/projects completed, testimonials, etc.
Pay the RPL fee and lodge the application with the nominated Academic Manager along with all the evidences	Student	**Fee: On a pro-rate basis based on total course fee, per unit**
Acknowledge receipt of the application in writing	Academic Manager	Letter to the student
Assess the claim and determine the eligibility using the *RPL and Credit Transfer Evidence Form*	Academic Manager	If required, the students may be asked to provide a verbal or written evidence of competency or demonstrate the competency in assessor's presence
Grant necessary credits if eligible	Academic Manager	Partial credits can be granted if the evidences only satisfy a part of the unit
If not successful, document detailed reasons on the application form	Academic Manager	
Make copies of the evidences for the student file	Academic Manager	Original documents must be sighted
If successful, update student records on the student management system	Admissions Officer	Use appropriate code to recognise credit transfer
If unsuccessful, arrange for a refund of the RPL fee	Admissions Officer	Student should be advised of their right to appeal the decision
Send a letter to the student advising the outcome of the application	Academic Manager	A copy goes in the student file

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7. Responsibility

The Academic Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy and procedure.

The nominated Academic Manager is responsible for collecting, verifying, assessing and filing evidences of competency and prior learning.

The Chief Executive Officer (CEO) has overall responsibility for the implementation and review of this policy and procedure.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@mega.edu.au.

8. Revision History:

Version No:	Date	Description of modifications	Staff responsible
1	December 2017	First Review and alignment of PP to new National Code 2018 and SRTOs 2015.	CEO
2	January 2018	New PP approved	CEO
3	November 2018	Review of PP and change Academic Coordinator to Academic Manager	CEO
4	October 2023	Review of PP and update	CEO

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